



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **PRINTING AND COPYING POLICY STANDARD OPERATING PROCEDURES**

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## Islamic Republic Of Afghanistan Kabul Municipality



**References:** [Procedure Working Group Resolution No. # ]

**Definitions:** The following definitions apply to this Standard Operating Procedure:

**ICT** refers to Information & Communications Technology.

**KM** refers to Kabul Municipality.

**Applicability:** This Standard Operating Procedure applies to all Kabul Municipality employees including remote directorates and district offices' employees.

**Policy:** It is KM's policy that copy machines, printers, copy paper and ink be available for the use of KM employees to support service delivery to Kabul's residents.

**Procedures:**

1. It is Kabul Municipality's policy that copying machines, copy paper and cartridges be available for the use of KM employees to support service delivery to Kabul's residents.
2. Check the printers and or copying machines for papers and cartridges before using.
3. For checking paper, open the tray and see if there is plenty of paper and/or see the tray light blinking.
4. For cartridge check the cartridge light and/or message on the screen.

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